

State of California
AGRICULTURAL PEST CONTROL ADVISER
LICENSING REQUIREMENTS
Rev. 6/08

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
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Web site: <<http://www.cdpr.ca.gov>>

**Do you need
this license?**

You must possess an agricultural pest control adviser (PCA) if you do any of the following:

- Offer a recommendation on any agricultural use
 - Act as an authority on any agricultural use
 - Solicit services or sales for any agricultural use
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**Licensing
exemption**

You are exempt from this licensing requirement if you make any recommendation of a specific application on a specific parcel in writing, **and** are a(n)

- Official of a federal, state, or county department of agriculture
 - University of California personnel worker engaged in official duties relating to agricultural use
 - You are the “operator of the property” (ie: growers farms, or corporations) and their employees when making decisions in regards to pesticides used for agricultural use on property under their control (ENF 2003-034) agency public employees are required to be licensed as PCAs when making decisions except those that are exempted (ENF05-28)
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**Minimum
qualifications**

You must meet the minimum educational requirements to take the *Agricultural Pest Control Adviser license*. See the minimum qualifications for PCA license (est. 06/08) in this packet. Please complete and submit the *Core Course Requirements* form (PR-PML-085) in the PCA license application packet.

**Institutions
offering core
courses**

Institutions offering core courses that partially or completely meet the educational requirements for this license are listed on our Web site at <www.cdpr.ca.gov/docs/license/pcacoursreq.htm>. We only included institutions that responded to a DPR survey in this list; other universities and colleges may offer comparable courses.

Examinations

You must pass the Laws, Regulations, Basic Principles, which includes Integrated Pest Management examination and one category examination to obtain this license (FAC section 12022). The pest control categories available for this license are as follows:

- | | |
|--|---------------------------|
| A Insects, Mites and Other Invertebrates | E Weed Control |
| B Plant Pathogens | F Defoliation |
| C Nematodes | G Plant Growth Regulators |
| D Vertebrate Pests | |
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**Knowledge
expectations**

We developed knowledge expectations for every PCA examination, refer to the Web site address <<http://www.cdpr.ca.gov/docs/license/adviserke.htm>>.

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Study material The following table illustrates some DPR Web sites to help you prepare for the examinations.

For the ...	Go to ...
Suggested Study Material List	< <a href="http://www.cdpr.ca.gov/docs/licens
e/adviser.htm">http://www.cdpr.ca.gov/docs/licens e/adviser.htm >
<i>Laws and Regulations Study Guide</i>	< <a href="http://www.cdpr.ca.gov/docs/licens
e/lcpubs.htm">http://www.cdpr.ca.gov/docs/licens e/lcpubs.htm >
Current information on pests and pest management (available through the University of California IPM Project)	< www.ipm.ucdavis.edu/PCA/ >
California Food and Agricultural Code (Divisions 6, 7, and 13)	< <a href="http://www.cdpr.ca.gov/docs/legbil
ls/opramenu.htm">http://www.cdpr.ca.gov/docs/legbil ls/opramenu.htm >
California Code of Regulations (Title 3)	< <a href="http://www.cdpr.ca.gov/docs/inhou
se/calcode/chapter_.htm">http://www.cdpr.ca.gov/docs/inhou se/calcode/chapter_.htm >
General Standards for Certification of Commercial Applicators	< <a href="http://www.cdpr.ca.gov/docs/licens
e/ccomaplgnrstnim.htm">http://www.cdpr.ca.gov/docs/licens e/ccomaplgnrstnim.htm >

Valid licenses A list of valid licensees can be viewed at <www.cdpr.ca.gov/docs/license/currlic.htm>.

General requirements Once you obtain your license, you must do all of the following:

- Register with the county agricultural commissioner in your "home" county and in each county where you make recommendations (FAC section 12031).
- Retain one copy of each written recommendation for one year (FAC section 12004).
- Provide the operator of the property with a copy of the written recommendation prior to the application (FAC section 12003).
- Where a pesticide use is recommended, provide a copy of the written recommendation to the pesticide dealer and to the applicator prior to application (FAC section 12003).

Application fee If you are applying for a new PCA license, application fee is \$80 (FAC section 12021 and 3 CCR section 6502). This fee is only required once, provided you become licensed within a year.

Examination fee An examination fee of \$50 is required (3 CCR section 6505) for each examination that you take. It includes the laws Regulation, and basic principles examination. Also if you reexamine due to late rescheduling, no show or failure will require you to pay the examination fee. Require examinations in order to receive a license:

- Laws, Regulations, and Basic Principles examination includes Integrated Pest Management
- At least one pest control category examination (listed under "Examinations on page 4)

Second-year fee notice If you pass the required examinations for the license, you may receive a Second-year Fee Notice. This notice will inform you that you are in the first year of a 2-year cycle; an additional second-year fee of \$70 will be required in order to issue your license. The 2-year license cycles are illustrated in the table below.

If your last name begins with ...	Then your license will ...
A through L	Expire on December 31 of even-numbered years (e.g., 2008, 2010, 2012, etc.)
M through Z	Expire on December 31 of odd-numbered years (e.g., 2009, 2011, 2013, etc.)

New Applicant Continuing education You may be required to obtain continued education hours (CE) as a new license. Our office will notify you when you first receive your license on how many CE hours you will need to obtain to renew your license. The CE hours must be obtained during the valid period of your license.

Your renewal notice will include the number of approved CE hours required to renew your license. DPR approved CE courses can be viewed at DPR approved CE courses <www.cdpr.ca.gov/docs/license/classes.htm>.

Continuing Education requirement after first expiration of license. You will be required to accumulate at least 40 hours of approved continuing education (CE) every two years before the expiration of the license. A minimum of four (4) of the 40 hours must include the topic of pest control laws and regulations (3CCR Section 6511). Any additional laws and regulations can be used for your total hours. The CE hours must be obtained during the valid period of your license.

Renewal fee The renewal fee is \$140 for the 2-year cycle (3 CCR section 6502). We do not prorate your fee if you renew your license late.

Late renewal fee A late fee of 50 percent of the total renewal fee will be assessed for each license postmarked after December 31 of the expiration year.

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Miscellaneous fees

The following chart lists the miscellaneous fees for this license. We charge a maximum fee of \$20 for **all** changes/requests that are submitted on the address and/or name change form (PR-PML-002 (Rev. 12/03)). We waive this fee when a license is reprinted to add a pest control category.

Type	Amount	Details
Name change	\$20	<ul style="list-style-type: none">• You must immediately notify the Licensing and Certification Office in writing (3 CCR section 6508).• You must submit legal documents certifying the name change.• A new license will be automatically issued for all name changes.• The <i>Address and/or Name Change Form</i> is available on our Web site at www.cdpr.ca.gov/docs/license/lcforms.htm.
Address change	\$20	<ul style="list-style-type: none">• You must immediately notify the Licensing and Certification Office in writing (3 CCR section 6508).• This fee is only required if you request a new license.• The <i>Address and/or Name Change Form</i> is available on our Web site at www.cdpr.ca.gov/docs/license/lcforms.htm.
Duplicate	\$20	<ul style="list-style-type: none">• This fee applies to requests for a duplicate or replacement license.

Timelines for processing applications

DPR has established time periods for processing permit applications, in compliance with Government Code sections 15374-15378. **DPR may take up to 130 days to complete the processing of this application.** Failure to comply with these time periods may be appealed to the Agency Secretary, California Environmental Protection Agency, P.O. Box 2815, 1001 I Street, Sacramento, California 95814, pursuant to regulations set forth in 3 CCR section 301. Under certain circumstances, the Agency Secretary may order that the applicant receive a reimbursement of filing fees.

Timelines for applications/examinations

Every year, DPR schedules examinations in various locations throughout the state. The examination schedule is posted on our Web site at www.cdpr.ca.gov/docs/license/liccert.htm. Your application must be postmarked by the final filing date in order for your requested month, location, and type of examination(s) to be processed. If you do not show up on the scheduled examination date, your examination fee(s) will be forfeited.

License duration

Renewed license is valid for two years unless you renew late. Continued Education hours will always remain 40 hours, even if renewed late.

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Most common mistakes and how to avoid them

The most common application errors made are

- Incorrect fees
- Missing the final examination filing date
- Not specifying your preferred month, location, and type of examination(s)

You can avoid these errors by reading the application instructions carefully and by mailing your application **before** the final filing date.

Our physical address

Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
1001 I Street
Sacramento, CA 95814-2828

Our mailing address

Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
P.O. Box 4015
Sacramento, CA 95812-4015

For more information

You can contact us between the hours of 8 a.m. to 5 p.m. at (916) 445-4038, or e-mail us at <licenseemail@cdpr.ca.gov>.
